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said workfolder containing a contents node for storing primary data, said contents node containing one or more space-reserving placeholders within said workfolder, each placeholder being for new documents expected to be added to said workfolder via said placeholder.

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2. (Amended) The memory of claim 1, wherein said contents node further contains one or more section elements for categorizing said primary data.

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6. (Amended) The memory of claim 1, wherein said contents node further contains at least one link to a document.

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16. (Amended) The memory of claim 1, wherein said placeholder further comprises a position indicator indicating a position of said placeholder relative to a plurality of other placeholders contained in said contents node.

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28. (Three times Amended) A computer readable memory having a plurality of storage locations for storing records in the computer readable memory, said memory comprising:
a template used to create one or more structured workfolders for storing and organizing electronic documents;
for each structured workfolder, said template containing a contents node;
said contents node containing a space-reserving placeholder within said workfolder, the placeholder being for new documents expected to be linked to said workfolder, which said documents may or may not exist at the time of workfolder creation, said documents being linkable subsequent to their creation to said workfolder via said placeholder in said workfolder.

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29. (Amended) The memory of claim 28, wherein said template further comprises a tasks data element for containing one or more tasks which define a set of steps required to complete a unit of work associated with said workfolder, each said task having a name

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field for indicating a particular task to be performed and a status field for indicating the status of said task.

30. (Amended) The memory of claim 28, wherein said contents node in said template further contains one or more section elements for categorizing data stored in said workfolder, each said section element having a name indicating its intended contents

35. (Amended) The memory of claim 28, wherein said template further comprises a script element including one or more embedded computer program scripts which provide functions related to said workfolder when said scripts are executed by a computer.

36. (Amended) The memory of claim 28, wherein said template further comprises a fields element containing form data fields relating to one or more properties relevant to said workfolder.

37. (Three times amended) A method of creating in a computer readable memory a structured workfolder for organizing electronic documents comprising the steps of:
creating a structured workfolder root node, said root node containing a contents node for storing primary data therein; and
creating at least one space-reserving placeholder within said workfolder, the placeholder being for new documents which may or may not exist at the time of workfolder creation and are expected to be linked to said workfolder via said placeholder.

38. (Amended) The method of claim 37, further comprising the step of creating one or more section elements under said contents node for categorizing said primary data, each said section element having a name indicating its intended contents.